



**DEPARTMENT OF THE AIR FORCE
FLORIDA NATIONAL GUARD**

Office of the Adjutant General
St. Francis Barracks, P.O. Box 1008
St. Augustine, Florida 32085-1008



STATEWIDE

ACTIVE GUARD RESERVE (AGR) - VACANCY ANNOUNCEMENT # 01-11 (M)

Open To: Current Florida Air National Guard Members Only.

Position Title: Executive Assistant (Administrative NCO)

Unit/Duty Location: 125 Fighter Wing, Jacksonville, Fl. **Number of Positions:** 1

Open Date: 5 October 2010

Close Date: 4 November 2010

Minimum/Maximum Grade Authorized: E6-E7

Security Clearance: Secret

Duty AFSC: 3D0X1

ASVAB: A: 47

PULHES: 333233

Air AGR NCOIC: MSgt Robin L. Reynolds (904) 823-0148 or e-mail robin.reynolds1@us.army.mil

Position Description: Provides administrative support to the Commander and staff. Maintains, tracks and coordinates the flow of all administration for the Wing Commander and staff. Manages and maintains Government Purchase card account expenditures. Serves as the DTS monitor for the Wing Headquarters. Provides professional technical expertise as Client Support Administrator to all members of the Wing Headquarters and guests. Prepares, processes and distribute military travel orders for the Wing HQ. Assists with UTA preparation. Maintains time and attendance. Provides DV/VIP support.

Length of Tour: IAW ANGI 36-101, paragraph 2.6, Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years. Tours may not extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD) for Lt Col and above.

Appointment: The publication of AGR orders by HRO will be the official appointment into the Florida Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

MINIMUM QUALIFICATION REQUIREMENTS

1. Must be a current member of the Florida Air National Guard.
2. Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI 10-248.
3. Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exams must be conducted not more than 36 months prior to entry on AGR duty. HIV test must be within six (6) months prior to the tour start date.
4. Must meet any Special Requirements as specified on Position Description.
5. Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
6. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. All new hire applicants must be AFSC qualified. Florida Air National Guard enlisted members currently serving in an AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC.
9. A Florida Air National Guard/AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from the AGR program.
10. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
11. IAW ANGI 36-101, paragraph 2.1.3.8, an individual must not have been previously separated for cause from active duty or previous AGR tour.

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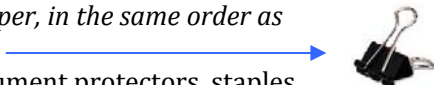
12. IAW ANGI 36-101, paragraph 2.1.3.6, AGR personnel may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian).
13. IAW ANGI 36-101, paragraph 2.1.3.7, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 2 of ANGI 36-101.
14. IAW ANGI 36-101, paragraph 2.2.3, members must remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement in exceptional circumstances.
15. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
16. **Active Duty applicants** must have 12 months or less on their current service commitment to be eligible to apply.

APPLICATION INSTRUCTIONS

Submit applications to the address listed below:

**Florida National Guard
ATTN: HRO-AGR (Air)
82 Marine Street
St. Augustine, FL 32084**

Applications must be received before the Close of Business (COB) on the closing date to be processed. Packets will only be considered if the minimum documents are included.

1. **NGB Form 34 -1** - ONE signed original (Application for Active Guard Reserve (AGR) Position). Ensure an explanation is attached for required answers given in Section IV.
2. Current **Report of Individual Personnel (RIP)**: Obtained from your unit, Virtual Military Personnel Flight (VMPF) or the Military Personnel Flight. **Must show ASVAB Test Scores and qualified AFSC(s).**
3. **AF Form 526** - Retirement Point Credit Record - all Air National Guard Airmen will submit a copy.
4. **AF Form 422** - Physical Profile Report. Must submit this form whether you are on a profile or not. Must be dated within the last 12 months.
5. **DD Form 214/NGB Form 22**- all copies ever received and any other official documentation to verify all Active/Reserve/National Guard service. The DD Form 214 must be the copy which includes the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code.
6. **DD Form 368** - Conditional Release- This form must be signed by your Commander approving your release. FLANG members are not required to submit this form.
7. **Resume** and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
8. **Performance Reports** - Copy of latest five.
9. **Air Force Fitness Management System (AFFMS)** – Current (test within last 12 months) printout showing a score of at least 75%.
10. **Letters of Recommendation** (optional) signed by a SMSgt/CMSgt/Lt Col or above.
11. **DO** assemble all documents in a single neat stack, with single sided white paper, in the same order as stated in items #1 through #9 above and bind together with a binder clip. 
12. **DO NOT** forward packets with any type of a document binder, folder, document protectors, staples, paper clips, tabs, color paper to separate documents; or double sided images.
13. Packets will only be accepted via email from Airmen deployed OCONUS.
14. Include your **e-mail address** on the NGB Form 34-1 (handwrite on top of form) and/or on the resume.
15. **Packets will only be considered if you submit the minimum required documentation.** If you have any questions, please call your unit Military Personnel Flight for guidance prior to submitting your complete packet to HRO. Applications WILL NOT be returned.